



School of Education Marketing Materials Request Form

Name: _____ Date Needed: _____

Event: _____

Location: _____ Anticipated Number of Attendees: _____

Please allow 3-5 business days for processing

QTY

Paper Items: (List specific plans needed)

☐ Undergraduate:

EC-6/EC-12: _____

4-8: _____

8-12: _____

BAS: _____

☐ Graduate: _____

☐ GTC/PB: _____

☐ Other: _____

☐ White paper ☐ Colored Paper: _____

☐ SoE Shell ☐ Compiled In SoE Folders

QTY

Brochures

☐ Doctoral Brochure

☐ Graduate Brochure

☐ Undergraduate Brochure

☐ BAS Brochure

QTY

Packets

☐ Counseling Packets

☐ Doctoral Packets

Continued on back

Marketing Items: _____ **Quantity Needed:** _____
(Pens, Pencils, Etc.) _____

SoE Tablecloth: ☐ **Yes** ☐ **No**

Banners: ☐ Become the Best ☐ Educational Management
☐ Counseling ☐ Instructional Technology
☐ Early Childhood Education ☐ Teacher of the Year

Special Requests: _____

Submit completed form to SoE office of Academic Advising, B1231.